



- CITY OF BIGGS -
PLANNING DEPARTMENT ACTIVITY REPORT
November/December 2012

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DATE: December 11, 2012
TO: Honorable Mayor and Members of the City Council
FROM: Scott Friend, AICP - City Planner
SUBJECT: Planning Department Monthly Activity Report – November/December 2012

DEPARTMENT ACTIVITY SUMMARY

Contract Staff Days/ Agency Meetings / Code Enforcement Activity:

- Nov. 19th and Dec. 3rd – Butte County Agricultural Mitigation Ordinance Meetings
- Weekly Code Enforcement meetings - Thursday afternoons & as-necessary
- Miscellaneous Communications – On-going / Daily

Major Projects Activity and Update Report:

1. *Wastewater Treatment Plant Land Application Project:*
PMC has initiated efforts to prepared the EIR for the WWTP land application project. The PMC project team has initiated the preparation of a draft Project Description and Notice of Preparation in support of a project Scoping Meeting tentatively schedule for sometime in February. PMC will be working with the City Engineer to acquire plans and specifications and will complete a draft Project Description and Notice of Preparation for this effort in the month of December..
2. *Wastewater Treatment Plant – Phase I project approval:*
PMC has submitted the working draft of the Phase I improvements effort to the City Engineer for review and comment. Upon receipt of comments from the City Engineer, PMC will finalize the document and file with the project.
3. *Sixth Street Bridge Replacement Project:*
PMC Biological Services staff is working with the City's Project Manager at BenEn (Leo Rubio) to acquire final plan sets and right-of-way information in support of the City's applications for project biological permits. PMC currently anticipated submitting applications to the Department of Fish and Game (DFG); US Fish and Wildlife Service and the US Army corps in January of 2013..

Monthly Department Activity Report:

1. *Applications / Planning Services Activities:*
Applications: 2

- Conditional Use Permit (Swanson) – A request for City Council approval of a Conditional Use Permit to allow for seasonal occupancy of recreational vehicle trailers at the Swanson Timber Company site. *To be forwarded to the Council for consideration at the January City Council meeting.*
- Fence Permit (Romo) – To install a new wooden fence in the front-yard areas of the existing residence located at 3131 Sixth Street.

2. *Code Amendment Text – Fence Permits:*

Staff is planning to bring forward to the City Council for discussion, a draft of a modified fence permit Ordinance at the January City Council meeting. Staff is reviewing various new approaches to address this issue and did not have materials ready for the December meeting.

3. *Public Contact / Information:*

- One (1) non Code Enforcement related public or applicant inquiry was received:
 - 1) *Fences:* One property owner has contacted the Planning Department to request information about the potential construction of a new front-yard decorative fence for a property on Bannock Street.

4. *Butte County Building Permit Issuance:*

- One (1) building permit was issued by the Butte County Building Department in the City of Biggs in the month of November for a re-roof of an existing

5. *Environmental Review Efforts:*

- Information on active environmental review and compliance projects provided in the *Major Project Activity and Update Report* section of this report above.

6. *Code Enforcement: General*

Primary code enforcement activity during the reporting period has been focused on the abatement of abandoned and non-compliant vehicles, illegal on-street parking and nuisance vegetation. The City Code Enforcement Officer also undertook two (2) nighttime observations focusing on the illegal occupancy of recreational vehicles. Those actions resulted in two citations being issued by the City Planner. The City's Code Enforcement officer, along with assistance from the City Planner, issued eighteen (15) code violation notices during the reporting period of which five (5) of those notices were second notice letters and two (2) formal declaration of nuisance determinations. A summary description of these actions is as follows:

- Five (9) notices of violation for nuisance vehicles or repair work not meeting the City's Code requirements;
- Three (3) notices of violation for general nuisance violations (property maintenance, parking on lawns, trash can locations, vegetation pile);
- One (1) notice of violation for nuisance vegetative material
- Declarations of Nuisance (Melton and Dunham Jr.) – Melton: Vehicle Issues; Dunham Jr.: General Maintenance and Nuisance Issues

7. *GBPD / Code Enforcement Coordination: Vehicle Towing*

City Code Enforcement staff is working with the GBPD on the tagging and removal of vehicles parked illegally on the street in violation of the State Vehicle Code. During the reporting period, five vehicle were issued 48-hour violation notices and additional enforcement activity is anticipated in the coming weeks.

Misc. Planning Communications:

1. *None*

Misc. Informational Updates:

- The Butte County Association of Governments (BCAG) has made available for public review a revised draft of the Butte Regional HCP/NCCP and will be hosting a series of public input workshops on the draft on January 15th and 16th. The revised document can be accessed at the following link:

<http://www.buttehcp.com/BRCP-Documents/Preliminary-Public-Draft-BRCP/index.html>

Staff Report Attachments:

- None